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NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assitant
Patty Mosley, Assistant
Lisa Clay, Assistant
Vicki Lewis, Assistant
Krystal McCoilum, Assistant
Kari Davis, Purchasing Assistant

Terri Gillen, County Auditor
Phone: (903) 654-3095

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

e-mail: auditor@navarrocounty.org

Fax: (903) 654-3097

INTEROFFICE MEMO

The attached item is being returned for the following reasons:


- Item incurred before purchase order issued
- Purchase order number is inconsistent with invoice
- Amount billed does not match the purchase order
- Vendor on purchase order does not match invoice
- Insufficient documentation to process payment
- Signature or date not present
- System shows invoice paid
- Budget Account Number (Line Item) is missing – Acct # _____
- Insufficient budget in Line Item
- Payment Request inconsistent with County Policy
- Other _____

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation:

NO PO Obtained

The Department Head or Elected or Appointed Official must sign this form confirming notification that the Navarro County Purchasing Policy was not followed on this purchase.



Signature

12-3-2024

Date



RECEIVED

NOV 22 2024

NAVARRO COUNTY AUDITOR'S OFFICE

Remit To | **Lochridge Priest**
 2901 E Industrial Blvd
 Waco, TX 76705
 (254) 772-0670
 TDLR P.O. BOX 12157
 •AUSTIN, TEXAS 78711
 (800)
 803-9202

Invoice No. | **LS65088**
Transaction Date | 8/30/2024
Payment Terms | 9/29/2024 (Net 30)
Service Location | Navarro County Courthouse
 300 West 3rd Avenue
 Corsicana, TX 75110

Invoice For | **Service Call Job**
#36409433 (08/29/2024)
Bill To | **Navarro County**
Courthouse #22079
 300 West 3rd Avenue STE
 4
 Corsicana, TX 75110

Notes

Payment Due: Net 30 days
 Called in by Travis, unit HRU 3.2 has a "refrigerant shortage" alarm on VRF system. Stated 2 wks ago we added freon and it is out again.
 Customer is requesting only Juan or Seth to be the ones going out.
 POC: 979-820-3592
 Scheduled for 08/29/24 morning.
 Found a leak on the evaporator coil unit upstairs ahu-3.5 coil will need to be replaced called Daikin and they told me that that coil is obsolete. Will need to replace whole air handler unit or try to get another coil somewhere else Travis needs quote to replace or repair job is complete 8/29/24
 Technicians: Juan Pena

Item	Amt
Fees	\$75.00
Labor	\$862.50
Parts	\$25.00
GRAND TOTAL	\$962.50

Terms & Conditions

Submit Payment to: Lochridge-Priest, Inc., PO Box 154187, Waco, Texas 76715. If we have failed to meet your needs or expectations in any way, please let us know. We appreciate your business.

- TACLA24360C TACLA28379C TACLA28343C TECLA32275 Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711 1-800-803-9202 512-463-6599 www.tdlr.texas.gov
- M-41036 Douglas Reinke
- Regulated by the Texas State Board of Plumbing Examiners P.O. Box 4200, Austin, Texas 78765 (512) 458-2145

RECEIVED



LOCHRIDGEPRIEST
HEATING • AIR CONDITIONING • PLUMBING

NOV 22 2024

NAVARRO COUNTY
AUDITOR'S OFFICE

11.15.2024

Dear Customer,

Our records indicate an outstanding balance(s) on your account that is past due. Therefore, as required by the State of Texas, this is your notice of our intent to file for a Mechanics' and Materialmen's Lien. To prevent this action, payment in full must be received in our office no later than the 15th day of December 2024. I have attached your past due invoice(s).

To pay by credit card please call, we accept all major credit cards. If you believe you are receiving this notice in error for reasons unknown to me, please contact me by the email or the phone number below. I will be happy to work with you to resolve any issues regarding the unpaid balance(s).

Yours Truly,

Cristal Nottingham

Lochridge Priest Inc.

cristal@lochridgepriest.com

254-772-0670